



Election to transfer sick leave to vacation

Print name: _____ ID#: _____

Signature: _____ Date: _____

To activate this authorization request you must sign and date the form in the signature box above.

This notice must be in the Payroll Department by the month following calendar month for which it is to be effective. Once an election to transfer sick leave to vacation has been selected and processed through a monthly payroll cycle, the election is irrevocable. Retroactive adjustments are not allowed.

The University of Iowa requests this information for the purpose of transferring sick leave hours to vacation. No persons outside the University are routinely provided this information. Responses to all items are required. If you fail to provide the required information the University may be unable to process your request.

Employees are eligible to transfer sick leave to vacation in any month where they do not use sick leave for a full calendar month and based on both years of employment and the number of accrued sick leave hours.

- Employees with less than four years of service must have a balance of at least 80 hours of accrued sick leave.
 - This excludes employees in the Public Safety collective bargaining unit
- Employees with four or more years of service must have a balance of at least 240 hours of accrued sick leave.

Effective for the month of _____, 20____.

(I understand that the effective month is processed one month behind regular payroll).

I would like my sick leave transferred to vacation:

(12 hours of sick leave transfers to 4 hours of vacation prorated for part time status)

- ☐ This month only
- ☐ Every month possible
- ☐ Cancel my election to transfer sick leave to vacation